

An Outstanding Career Opportunity

Director of Governmental & Legislative Affairs

\$123,219 - \$166,296 Annually



San Bernardino County

Priority Review February 26, 2021

Open Until Filled



Outstanding Career Opportunity

The County of San Bernardino is seeking an experienced and highly-motivated professional to serve as **Director of Governmental & Legislative Affairs**. This is an exciting opportunity for an energetic, self-directed individual to work for a vibrant organization that values a proactive approach to managing strategically-driven legislative and intergovernmental programs.

The County of San Bernardino

Located in the heart of Southern California, **San Bernardino County** thrives on the diversity of our communities that offer families affordable housing, excellent schools and community resources, including libraries, parks, hospitals and international airports. The County provides a safe, clean and healthy environment with access to a variety of business and shopping opportunities, as well as, cultural and educational enrichment opportunities through museums, theater and higher education, including California State University San Bernardino, University of Redlands, and California Baptist University.

As the largest County in the contiguous United States, the County encompasses over 20,160 miles of diverse geography and climate that includes snowcapped mountains, flowering deserts, pristine valleys and lakes. Adjacent to Los Angeles and Orange Counties, we are but a short drive away from Southern California's premier beaches, resort destinations, and major metropolitan centers. The County has a population of over 2 million residents and is comprised of 24 incorporated cities and towns.

The Office of Governmental and Legislative Affairs, within the County Administrative Office, oversees and coordinates the County's legislative advocacy program and zealously promotes the County's interests at the federal, state and local levels. The Office is responsible for the County's annual state and federal legislative platforms and serves as a liaison between the County and the federal and state legislative delegations and regional

entities. The Office also tracks pending legislation to assess impacts and make recommendations to support or oppose.

We are a dynamic charter county governed by a full time, five-member **Board of Supervisors**, working through our Chief Executive Officer (CEO), Leonard X. Hernandez, the County Administrative Office, and a workforce of over 20,000 dedicated employees, that are committed to sustaining a vision of "a complete county that capitalizes on the diversity of its people, its geography, and its economy to create a broad range of choices for its residents in how they live, work, and play."

Current members of our **Board of Supervisors** are:

Curt Hagman, Chairman, Fourth District
Dawn Rowe, Vice Chair, Third District
Col. Paul Cook (Ret.), First District
Janice Rutherford, Second District
Joe Baca Jr., Fifth District

As an employer, the County strives to provide employees work-life balance, where in addition to excellent career opportunities, a supportive work environment, and lucrative benefits and compensation, they are able to enjoy all the amenities our County has to offer.

To learn more, please visit:

County: <http://www.sbcounty.gov/main/default.aspx>

County Administrative Office: www.sbcounty.gov/CAO

Governmental and Legislative Affairs: <http://www.sbcounty.gov/CAO/legislativeaffairs/>

County Vision: <http://cms.sbcounty.gov/cao-vision/home.aspx>

The Position

The Director of Governmental & Legislative Affairs ("Director") is a key member of the County's highly regarded leadership team. This position coordinates legislative representation and oversees all in-house and contracted lobbying efforts in both the State Capital of Sacramento and Washington, D.C. The Director position, which reports directly to the County's Chief Operating Officer, works closely with the County's executive leadership team, the Board of Supervisors, local and regional organizations and other key staff on a regular basis to identify, monitor and communicate legislative issues of interest and/or importance to the County and the region. The Director of Governmental & Legislative Affairs assists the Board of Supervisors and Chief Executive Officer in the development of the County's legislative priorities and platform. The Director and his/her team analyze and evaluate potential impacts of proposed local, regional, state and national policies, regulations and legislation. He/she considers the political climate and legislative alternatives and provides advice and recommendations to the Board of Supervisors, Chief Executive Officer and key County staff, to facilitate advancement of the County's agenda.

The Director is responsible for monitoring legislative activities at the local, regional, state and federal level and assessing potential impacts on County operations, including numerous state and federally mandated programs. Current legislative areas of interest include, but are not limited to: COVID pandemic legislation and economic recovery support; enhanced recreational opportunities; airport operations (the Ontario Airport and various general aviation airports are located in San Bernardino County); expanded broadband access; services to children and families; homelessness; fire, police and ambulance services; state, national and tribal lands, including state and national parks; monitoring of potential protected species listings; military bases; emergency preparedness and terrorism; water, waste water, air quality and environmental regulations; renewable energy; transportation and goods movement.

The Director will be expected to interact extensively with state and federal regulatory agencies, local and regional Boards and Commissions, federal and state legislators and their staff members, City, County and agency officials and staff. Additionally, the Director will collaborate with a variety of local and regional inter-governmental agencies including:

- California State Association of Counties (CSAC)
- League of California Cities (LOC)
- Southern California Association of Government (SCAG)
- San Bernardino County Transportation Authority (SBCTA)
- San Bernardino Council of Governments (SBCOG)
- San Bernardino County Local Area Formation Commission (LAFCO)
- South Coast Air Quality Management District (SCAQMD)

The Responsibilities

Under general direction, the Director oversees the County's governmental and legislative affairs programs; functions as a liaison between the County and state, federal, and local agencies or entities on matters of mutual interest requiring coordination; acts as chief spokesperson for the County at the California State Legislature and the U.S. Congress; develops and implements local, regional, state and federal legislative agenda; and directs and performs a variety of responsible administrative processes and programs related to governmental and legislative activity.

Key responsibilities include the following:

- Direct the development and implementation of governmental and legislative affairs programs and processes for the County of San Bernardino.
- Actively coordinate governmental, departmental, interagency, administrative, commission, and community activities to promote and foster mutually beneficial and cooperative relations between the County and other organizations.
- Conduct research and analysis in order to evaluate impact and provide information and recommendations regarding current and proposed legislation, regulations, and other local, regional, state, or national issues of importance to the County.
- Facilitate communication among County departments, Chief Executive Officer and other County executive leadership, County Administrative Office, Board of Supervisors, and legislators regarding the impact of pending legislation and regulations, and coordinate development and presentation of the County's position; may request the introduction of legislation and regulations advantageous to the County.
- Serve, or assist other designated subject matter experts to serve, as the chief spokesperson, for the County before the California State Legislature and

- the U.S. Congress and/or testify before legislative and regulatory hearings; attend legislative committee meetings.
- Develop and maintain effective working relationships with federal, state, and local legislators and staff.
- Represent the County at meetings of governmental entities, commissions, agencies, community, or interagency groups.
- Direct the work of staff involved in coordinating governmental and legislative affairs on behalf of the County; implement effective operating policies and procedures; hire, train, and manage work assignments for assigned staff and evaluate their work performance.

The Ideal Candidate

The ideal candidate for the Director of Governmental & Legislative Affairs will be a **strategic thinker** with the ability to **generate and spark ideas** by guiding concepts into action with a keen understanding of the evolving needs of the County. **Working in a robust and dynamic environment**, this executive will draw energy and momentum from a variety of sources and be able to quickly and effectively **stimulate lively discussion and debate**, communicate accurate information to executive leadership and policy makers, develop strategies for achieving goals, and at the same time, understand the impact of those decisions on member agencies and to the region as a whole.

Additional traits desired include being:

- A **confident individual** with outstanding communication, interpersonal, and managerial skills.
- **Eager to collaborate** with others and **develop partnerships**; cultivating and implementing **entrepreneurial approaches** to issues (i.e., air quality, high speed rail, growth issues, regional solutions, and public financing opportunities).
- **Proactive and aggressive in identifying and addressing legislative activity** at the local, state, and federal levels that impacts the County's mission, funding, service delivery and policy functions.
- Having the ability to **develop** legislative agendas, **prepare** strategies to reach **desired outcomes**, and **interpret** proposals for impacts on the organization.
- A **seasoned, skilled public relations professional** who is able to craft and deliver a clear and compelling message.
- A **skilled facilitator** able to navigate the political climate and find solutions and bring a collaborative approach to managing diversity of thought.
- A **"big picture" person** able to understand the strategic goals of the organization and assist in accomplishing the organizational directives.
- Able to be **aggressive in establishing a network of contacts** that are influential in assisting the County in achieving the "[County Vision](#)" and be comfortable and able to maintain stability working in an ever-changing political environment.
- Having the **ability to motivate** and instill eagerness in others to achieve the goals of the organization.

In summary, this individual will provide **strong and effective** management of this critical and vital Office of Governmental & Legislative Affairs.

Education and Experience

Education – Bachelor's degree in political science, public/business administration, communications, law, or other closely related field, a Master's degree is desired.

Desired Experience – Three to five (3-5) years of management and leadership experience representing the interests of an organization or public entity to legislators and government regulators. The ideal candidate would have experience that includes developing, analyzing, and tracking legislation; overseeing legislative strategy and advocating positions; and working with multiple governmental agencies at the federal, state, and local level to develop policies and procedures and coordinate programs and legislative activities. Candidates should possess senior level legislative affairs experience, preferably with a complex and multi-faceted agency.



Human Resources
Executive Recruitment Services

Candidates experienced in dealing with an array of key comparable issues at the local, state, or federal level are strongly encouraged to apply. Special consideration will be given to those candidates with a working knowledge of Washington, D.C. legislative affairs, as well as experience working with the California Legislature. At the discretion of Human Resources and the executive leadership of the County of San Bernardino, comparable experience at the executive level in the broad field of legislative affairs and/or public relations may be combined to satisfy position requirements.

Compensation and Benefits

The annual salary range for this position is **\$123,219.20 - \$166,296.00** annually. Advanced step placement is subject to qualifications. The County of San Bernardino offers a range of benefit programs for employees and their eligible dependents. These include:

Automobile Allowance: \$12,000 annually

Cell phone allowance: \$2,400 annually

Retirement Benefits

- County pension – vested after 5 years (www.sbcera.org)
- 401(k) Defined Contribution Plan with 2-for-1 County match up to 8% of base salary
- Retirement Medical Trust
- 457(b) Deferred Compensation Plan with County contribution
- Retirement Reciprocity with CalPERS, CalSTRS, and Act 1937 plans

Health Benefits

- Medical and dental coverage with premium subsidies
- Vision coverage for employee and eligible dependents (employer-paid)
- Flexible Spending Account with County match

Paid Time Off

- Vacation leave – up to four (4) weeks annually with cash out option
- Administrative leave - 80 hours annually with cash out option
- Sick leave - 12 days annually (unlimited accrual)
- Holidays - 14 days annually (13 fixed, 1 floating)

Miscellaneous Benefits

- Tuition/membership reimbursement
- Healthy lifestyle program including health club membership
- Employee Assistance Program
- Term Life Insurance - \$50,000 (County-paid)
- Variable Group Universal Life Insurance
- Short and Long-Term disability
- Voluntary life and AD&D insurance available
- Dependent care assistance available
- Relocation assistance available
- No social security contribution

For benefits details click here - Exempt B

To Be Considered

This is a confidential process and will be handled accordingly throughout all stages of the recruitment process. Applications will be accepted until filled. **Priority review date is February 26, 2021.**

To be considered, candidates must submit a:

- Compelling cover letter;
- Comprehensive resume;
- Six (6) professional references.

An electronic version of all submittals is required to be sent to ExecRecruit@hr.sbcounty.gov or candidates may complete the online application and upload the required documents.

Only the most qualified candidates will be invited to interview for this position. Candidates will be advised of their status and interest by Human Resources. **References will not be contacted until mutual interest has been established.** Upon mutual interest, candidates will be asked to complete a release form to allow reference checks and other verifications to be conducted.

Candidates should be aware that the position of Director of Governmental & Legislative Affairs is an exempt, at-will management position. Questions regarding this position or status should be addressed to Gina King (gina.king@hr.sbcounty.gov) or Silvia Zayas (szayas@hr.sbcounty.gov) or call (909) 387-5565.